SAP Business Warehouse/Business Intelligence Reporting

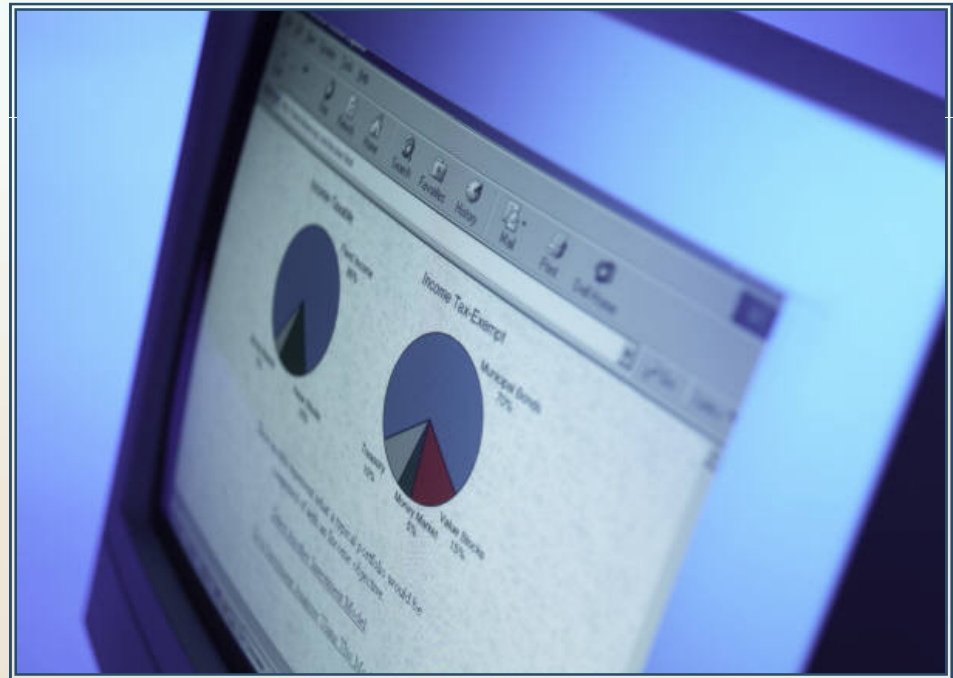## Exporting Report Results

Washington State HRMS Business Warehouse/Business Intelligence (BW/BI) Self-Paced Learning Materials

General Topics – BW/BI End Users/Power Users

Exporting Report Results

The Exporting Report Results section provides an overview for exporting report results from the HRMS Portal.

Topics covered in this section include:

➢ Export to CSV File

➢ Export to MS Excel File

➢ Export to Adobe PDF File

Exporting report results to a Comma Separated Value file (.csv):

To open a CSV file: Access the Context Menu and select Broadcast and Export/Export to CSV:

At the File Download box, select Open to open the CSV File immediately.

The CSV File is opened in Excel.

To Save a CSV file: from the File Download dialog box, click Save.

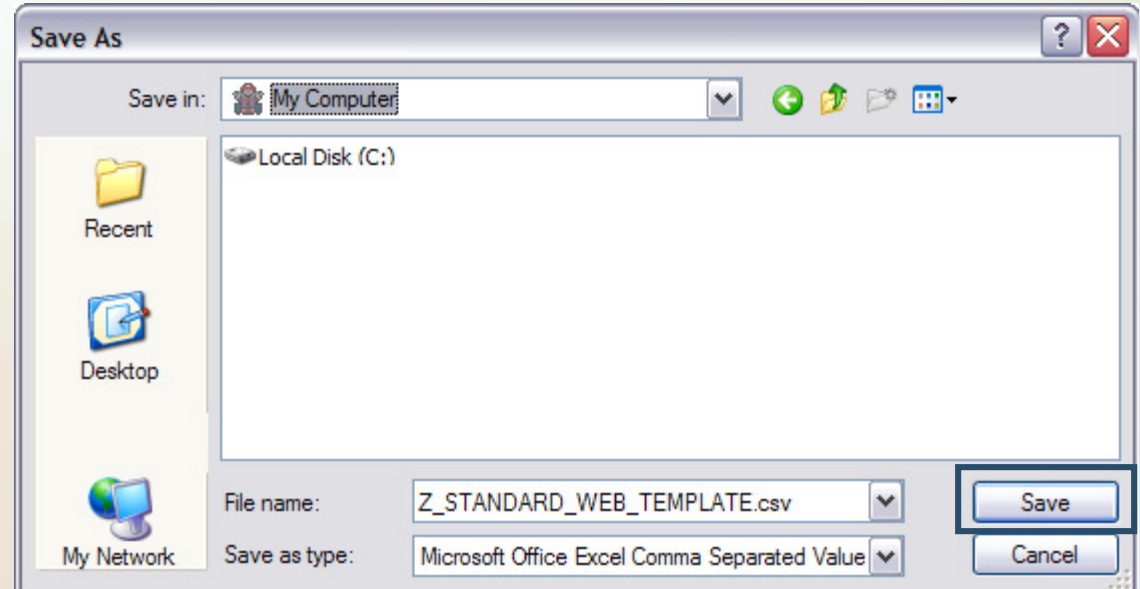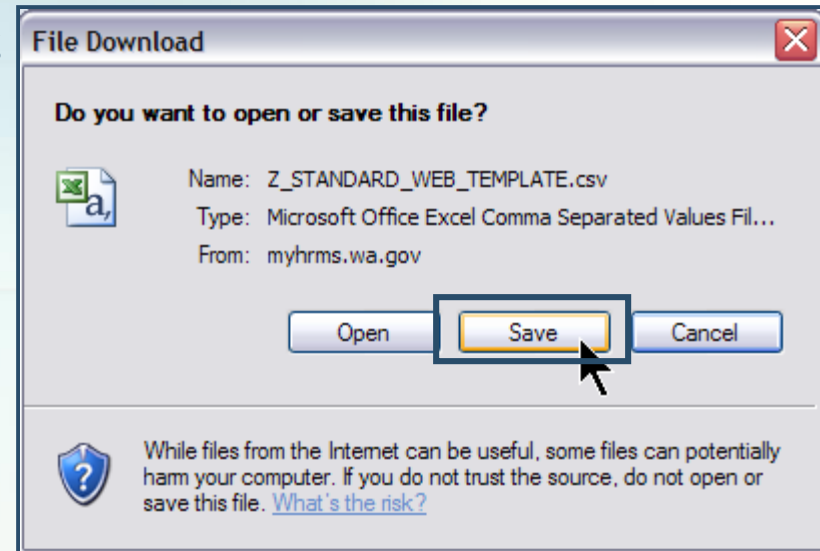3. Locate the folder in which to Save the report results.

4. Select All Files from the Save as type dropdown listbox.
   Note: If All Files is not selected, the .csv file will be saved as a MS Excel Worksheet by default.

5. Name the file (include ".csv" at the end).
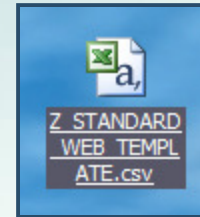
6. Click Save.
   An option to open the file may be provided upon saving. To locate the saved file later, use the folder you indicated. This may be outside the HRMS BW/BI application (for example, if you saved your file to your C:drive in the .csv format).

File Download

Do you want to open or save this file?

Name: Z_STANDARD_WEB_TEMPLATE.csv
Type: Microsoft Office Excel Comma Separated Values Fil...
From: myhrms.wa.gov

[Open] [Save] [Cancel]

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

Save As

Save in: My Computer

Local Disk (C:)

Recent
Desktop
My Network

File name: Z_STANDARD_WEB_TEMPLATE.csv   [Save]
Save as type: Microsoft Office Excel Comma Separated Value   [Cancel]

Continued...

7. Locate the CSV file that was saved and open the file.

Result: The CSV file is opened in Microsoft Excel.

The following example shows how to open the saved .csv file from Notepad:

1. Open MS Notepad.

2. Click File from the menu.

3. Click Open.

4. Change the Files of type setting to "All Files" and locate the saved .csv file in the appropriate folder.

5. Once the file has been located, click on it to select.

6. Click Open.

Continued...

Export to CSV File, Cont...
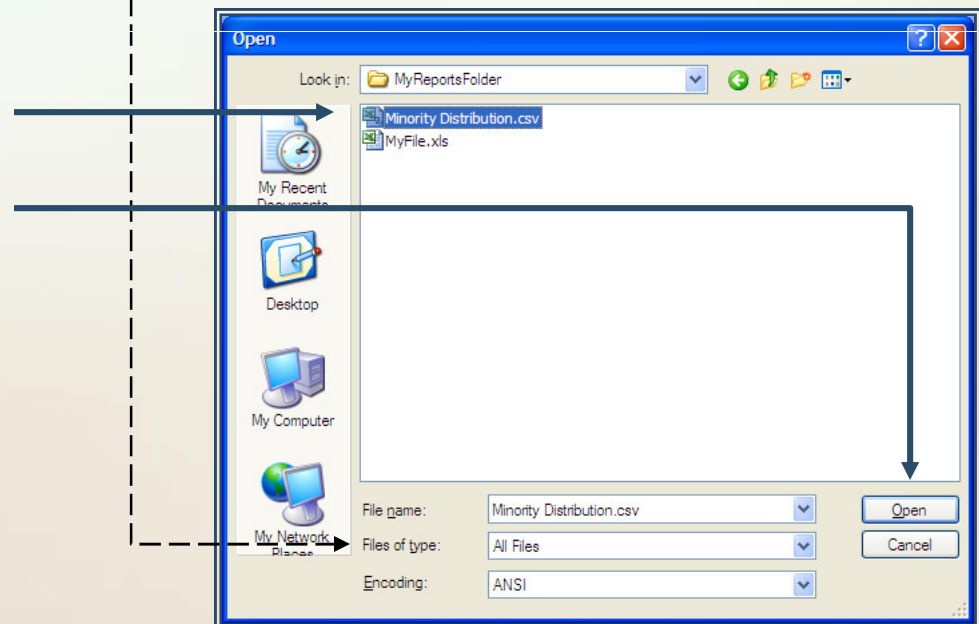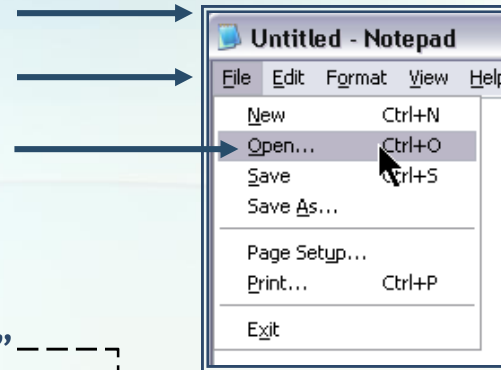
Result: Report results have been opened in MS Notepad.

Report results will be exported
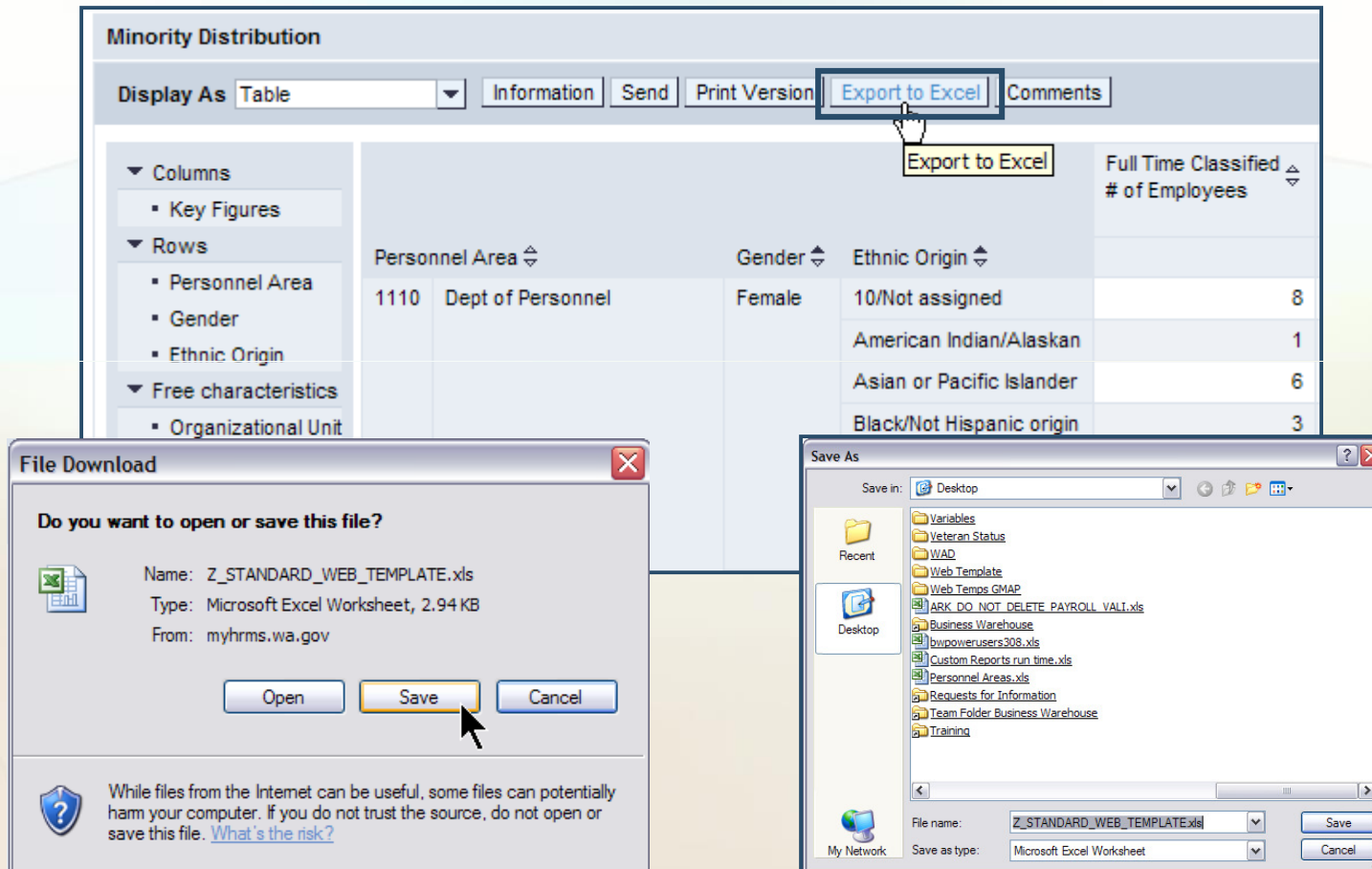
⚠️ SAP/BW/BI exports .csv files as semi-colon separated values.

Export to MS Excel File

The example below describes how to export the results of the Minority Distribution report to MS Excel from the BW/BI Toolbar:

Click on the Export to Excel button on the toolbar
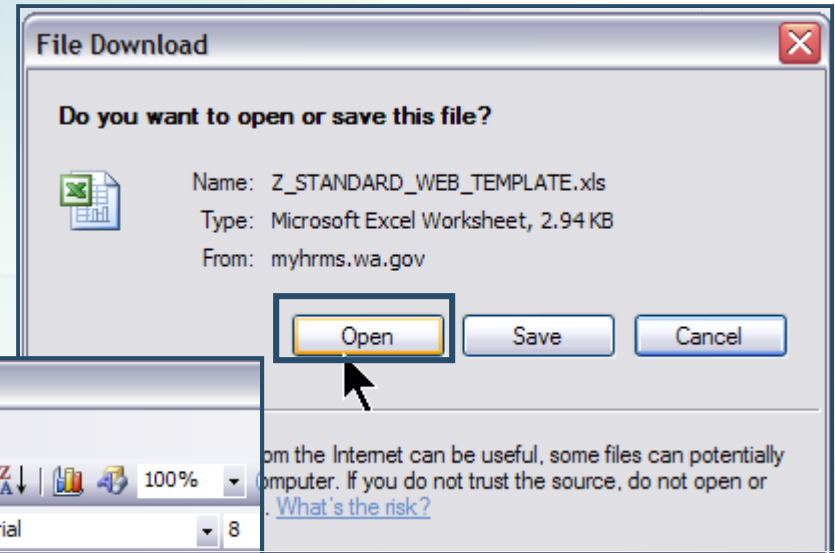

Click Save on the File Download box

Determine the location for the file to be saved and click Save

Continued...

WSD Personnel

To open the file without saving, from the File Download dialog box, click Open.

The report will be opened in Microsoft Excel.

File Download

Do you want to open or save this file?

Name: Z_STANDARD_WEB_TEMPLATE.xls
Type: Microsoft Excel Worksheet, 2.94 KB
From: myhrms.wa.gov

[Open]   [Save]   [Cancel]

...om the Internet can be useful, some files can potentially ...mputer. If you do not trust the source, do not open or ... What's the risk?

Microsoft Excel - Z_STANDARD_WEB_TEMPLATE[1].xls

File   Edit   View   Insert   Format   Tools   Data   Window   Help

Arial   8

A1   Minority Distribution
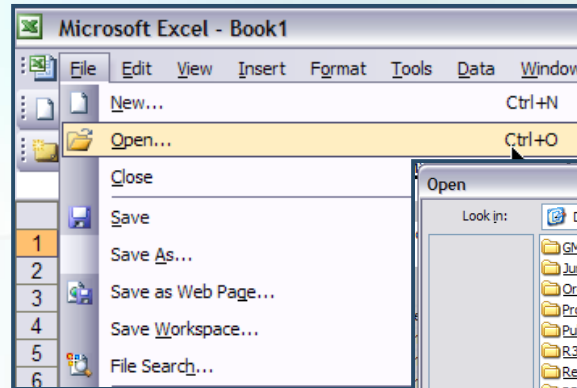
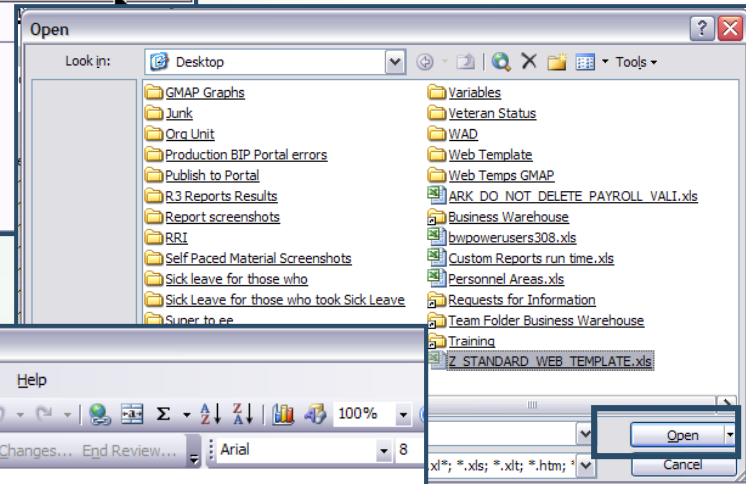|	A	B	C	D	E
1	Minority Distribution				
2					
3					
4	No exceptions are defined				
5					
6					Full Time Classified # of Employees
7	Personnel Area		Gender	Ethnic Origin	
8	1110	Dept of Personnel	Female	10/Not assigned	8
9	1110	Dept of Personnel	Female	American Indian/Alaskan	1
10	1110	Dept of Personnel	Female	Asian or Pacific Islander	6
11	1110	Dept of Personnel	Female	Black/Not Hispanic origin	3
12	1110	Dept of Personnel	Female	Hispanic	
13	1110	Dept of Personnel	Female	White/Not Hispanic origin	66
14	1110	Dept of Personnel	Female	Result	84

Continued...

Export to MS Excel File, Cont...

The following example shows how to open a saved .xls file from MS Excel:

1. In Excel, select File/Open

2. Locate the file, select it, and click on "Open".

3. Result: reports is displayed in Excel

> ⚠ When converting to an MS Excel file, conditions/exceptions, navigational settings and cell formatting are retained upon export.

Export to Adobe PDF

The example below describes how to export the results of the Affirmative Action Flexible Reporting report to a Adobe PDF from the BW/BI Toolbar:
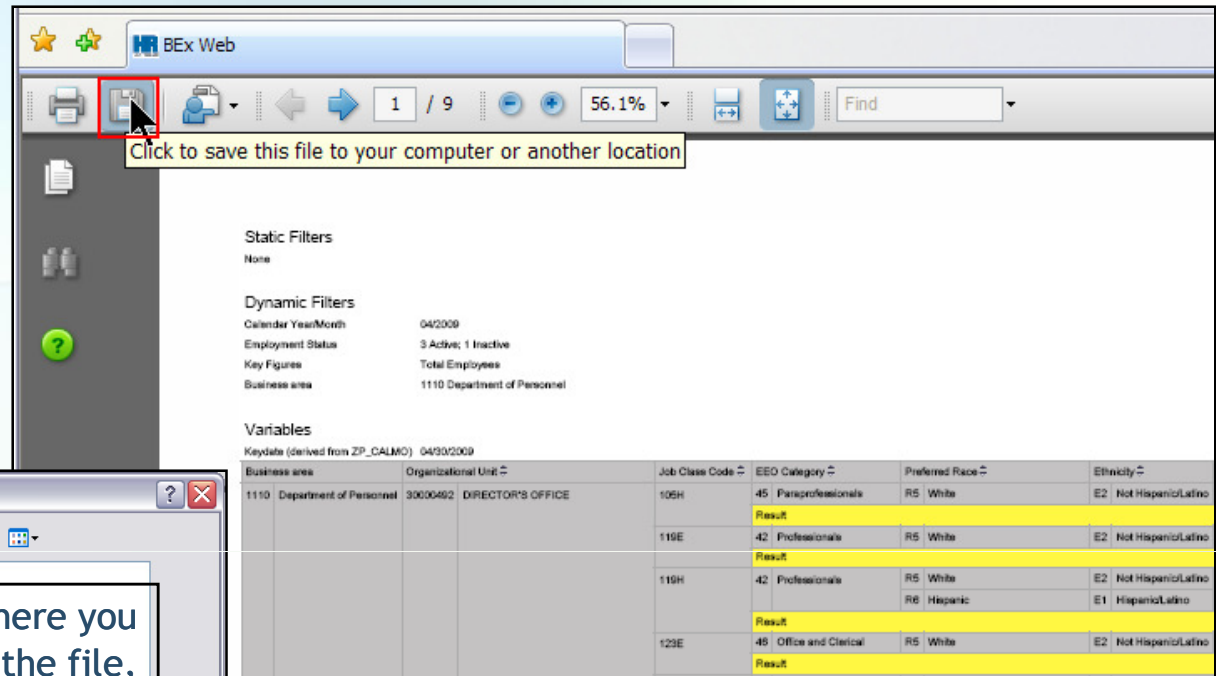
Click on the Print Version button on the toolbar
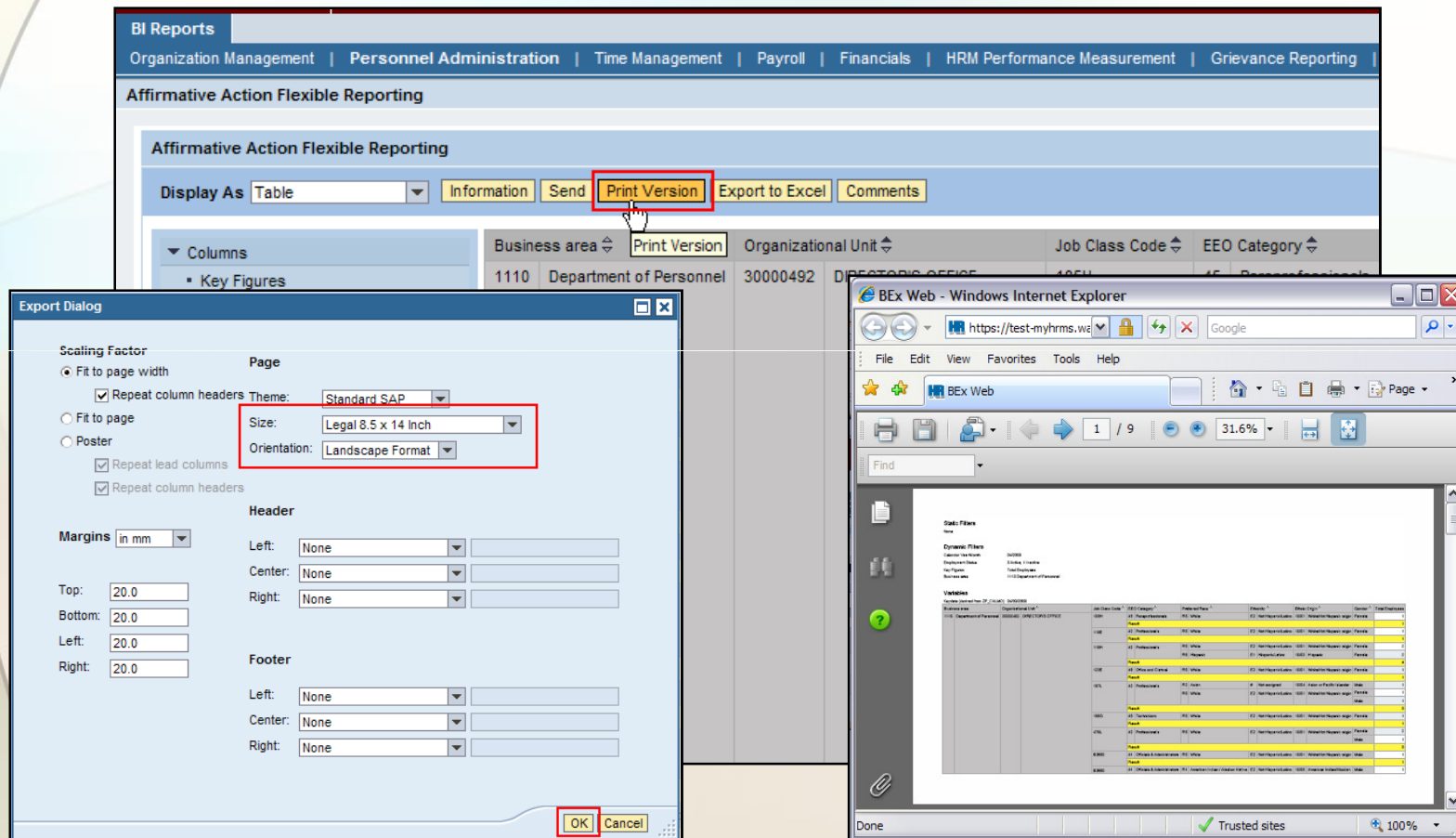
At the Export Dialog box, select the Size and Orientation that you want and click OK.

Report is opened in a new window in PDF format.

Continued...

Export to Adobe PDF, Cont...

To save the file, click the Save icon:

Determine where you want to save the file, give it a "File name" and click Save.
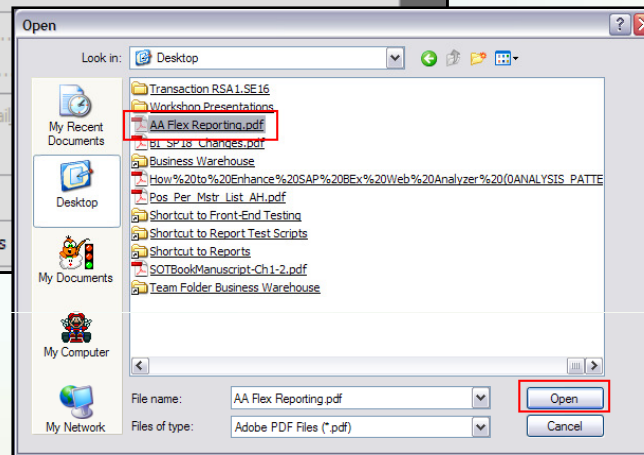
The following example shows how to open a saved Adobe PDF:
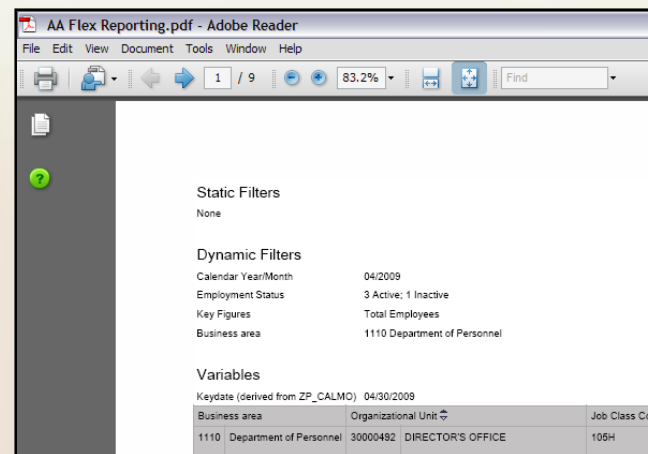
1. In Adobe, select File/Open:

2. Locate the file, select it, and click on "Open".

3. Result: reports is displayed in Adobe: